

## Ethnicity/Racial Beneficiary Data Form Instructions

Ethnicity and racial beneficiary data must be collected each year for each center and must be maintained on file for 3 years following the end of the fiscal year to which it pertains. Use the Ethnicity and Racial Beneficiary Data form to compile the center's data. Sponsors of more than 1 center may wish to duplicate the form for each site under its sponsorship.

1. Determine the number of potential eligible beneficiaries by ethnicity and race for the area serviced by each center using the Racial Census Report by School District and can be found at [this link](#)
  - Identify the major school district area the center services.
  - Locate the potential eligible beneficiaries by ethnicity and race for the school district identified.
  - Record the ethnicity and race distribution for the school district and can be found at [this link](#)
2. Collect and compile the ethnicity and racial data for children on an enrollment waiting list and children enrolled in the child care program.
3. Determine the ethnicity and race for each enrolled child. If it is not provided on the child enrollment form by the parent/guardian, a representative from the child care institution must identify the ethnicity and race of the enrolled child. To provide flexibility and ensure data quality, separate categories shall be used when collecting and reporting race and ethnicity. Ethnicity shall be collected first. Participants may select one or more race designations.

### ETHNICITY

**Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term "Spanish origin" can be used in addition to "Hispanic or Latino."

**Not Hispanic or Latino.**

### RACE

**American Indian or Alaskan Native.** A person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.

**Asian.** A person having origins in any of the original peoples of Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**Black or African American.** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to 'Black or African American.'

**Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Michigan Department of Education  
Child and Adult Care Food Program

**Ethnicity and Racial Beneficiary Data Form**

\_\_\_\_\_  
**Name of Center**

\_\_\_\_\_  
**Fiscal Year**

\_\_\_\_\_  
**Name of School District**

**List the number of potentially eligible beneficiaries by ethnicity for the school district:**

\_\_\_\_\_ Hispanic or Latino

\_\_\_\_\_ Not Hispanic or Latino

**List the number of potentially eligible beneficiaries by race for the school district:**

\_\_\_\_\_ American Indian or Alaskan Native

\_\_\_\_\_ Asian

\_\_\_\_\_ Black or African American

\_\_\_\_\_ Native Hawaiian or Other Pacific Islander

\_\_\_\_\_ White

**Complete the following ethnicity and race information:**

<b>Ethnicity</b>	<b>Hispanic or Latino</b>	<b>Not Hispanic or Latino</b>
Total Applicants		
Current Enrollees		

<b>Race</b>	<b>American Indian or Alaskan Native</b>	<b>Asian</b>	<b>Black or African American</b>	<b>Native Hawaiian or Other Pacific Islander</b>	<b>White</b>	<b>Total</b>
Total Applicants						
Current Enrollees						